



NATIONAL SCIENCE FOUNDATION

4201 Wilson Boulevard
Arlington, VA 22230

Division of Contracts, Policy, and Oversight

tel: (703) 306-1246

Contracts Branch, Suite 475

fax: (703) 306-0280

Issue Date: July 9, 1998

Due Date: August 3, 1998

RFQ CPO 98-017 - "Workshops on Establishing Long-Term Research and Education Programs"

This acquisition is subject to and is conducted pursuant to simplified acquisition procedures authorized by the Federal Acquisition Regulation (FAR) Part 13.104. The estimated cost of performing this requirement is less than \$100,000. This procurement is 100% restricted to qualified small businesses. NSF intends to award competitively one purchase order for these services.

QUOTATION PREPARATION INFORMATION

Attachment A provides the proposed Statement of Work and Attachment B provides other information related to this Request for Quotations. The term "quotation" shall mean collectively (1) a summary cover letter signed by the offeror, (2) a statement of qualifications and experience, (3) a complete description of the services your firm can provide, (4) completed Representations and Certifications, and (5) a cost/price quotation and budget. Travel, hotel and meeting expenses incurred by invited exemplars serving as resource persons and fifty (50) selected cost-covered participants will be covered under a task order issued under the NSF's conference and meeting support contract, and will not be the responsibility of the contractor performing this requirement. For those attendees who will attend the workshops at their own expense, the contractor will collect workshop fees to cover meal and other incidental expenses, and make consolidated payments to third parties as appropriate.

SUBMISSION OF QUOTATIONS

If you intend to submit a quotation, three copies must be submitted on or before 3:00 p.m., Monday, August 3, 1998. Quotations shall be submitted by facsimile by calling (703) 306-0280. This RFQ is issued by the Division of Contracts, Policy and Oversight of the National Science Foundation, which is the only point of contact for this procurement. Inquiries regarding this solicitation should be directed to Philip King at pking@nsf.gov.

**Workshops on Establishing Long-Term Research and Education Programs
(Minority-Serving Institutions & NSF-Supported Facilities/Centers)
Collaboratives to Integrate Research and Education (CIRE)**

BACKGROUND

This request for quotations (RFQ) is intended to improve communications between the National Science Foundation (NSF), minority-serving institutions (MSIs), and NSF-supported facilities/centers (NSFSFCs); and more fully involve MSIs in the NSF proposal and award process. The RFP does NOT include preparing standard mechanisms (solicitations, program announcements, websites, etc.) used to distribute information about NSF programs. Instead, the RFP focuses on “learning from success,” effectively using exemplary collaborative research and education relationships between MSIs and NSFSFCs as models for potential principal investigators from MSIs. NSF intends to integrate the establishment of long-term research and education programs at MSIs into the NSF proposal and award process. Information on the CIRE Program, including the Program Announcement No. 98-47, may be found at the following WWW page: <http://www.nsf.gov/od/oia/cire/start.htm>.

STATEMENT OF WORK

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, materials, and facilities not otherwise provided by the Government to perform the Statement of Work below.

The contractor shall design and conduct a regional workshop in both Denver and Atlanta that will serve as venues for the participation and contribution of exemplary investigators, who are recommended by the NSF and have been successful in collaborative research and education programs between MSIs and NSFSFCs. Each workshop shall be designed to enhance discussion and communication of what works (best practices) among the invited representatives of exemplary MSIs and NSFSFCs, attending MSIs and NSFSFCs representatives, and NSF staff members. Specifically, workshop discussions should focus on what works (best practices) in establishing and obtaining support for long-term research and education programs, and on networking with successful individuals. Each workshop should last roughly 1.5 days, beginning the evening before a full day of scheduled activities. The workshops shall be structured to provide each workshop participant with the opportunity to draft a proposal for establishing long-term research and education programs, and to have information and contacts for a continuing support network. The contractor shall plan to hold each of the workshops in the Fall of 1998.

NSF will provide the contractor with a list of representatives of exemplary MSI's and NSFSFC's for possible service as resource persons at the workshops. The contractor shall invite other representatives of MSI's and NSFSFC's to participate in the workshops. The contractor shall propose for NSF's revision/approval a priority-ordered list of individuals who will be invited as cost-covered participants. In preparing the priority ordered list of applicants for cost-covered status, the contractor should use the following selection criteria for cost-coverage (in priority order):

- Tribally Controlled Colleges;
- 4-year institutions with no NSF-support;
- Other 4-year institutions; and
- Graduate institutions.

Task 1: Provide a Plan for Facilitating Workshops

Participating minority-serving institution faculty members and NSF-supported facilities/centers representatives will have varying levels of knowledge and expertise about establishing long-term research and education programs. Within 30 days of the award, the contractor is required to provide a written plan for developing and conducting workshops that will expose participants to what works (best practices) in establishing and institutionalizing long-term research and education programs. The plan shall also include a budget for meeting expenses and travel and related expenses for invited exemplars, invited participants, and others who might attend who will pay their own expenses. These workshops shall be designed to enable participating minority-serving institution faculty members and NSF-supported facilities/centers representatives to draw heavily from the expertise of invited representatives of exemplary MSIs and NSFSFCs. The intent is that participants should learn from each other, as well as have the opportunity to establish contacts that might lead to developing research and education relationships.

Task 2: Facilitate Workshops

The contractor shall facilitate workshops that expose participants to what works (best practices) in establishing and institutionalizing long-term research and education programs. These workshops should draw heavily from the expertise of participants who have a track record of success. The intent is that participants should learn from each other, and have the opportunity to establish contacts that might lead to developing research and education relationships.

Task 3: Provide a Plan for Developing and Conducting an NSF Briefing

Within 90 days of the award, the contractor shall provide a plan for developing and conducting an NSF briefing that will inform participants on what works (best practices) in establishing and institutionalizing long-term research and education programs as identified in the workshops. The intent is that participants in this NSF briefing should learn from the accumulated wisdom of the workshop participants. This briefing shall provide specific recommendations to NSF about NSF policies and practices that would encourage and institutionalize formation of long-term research and education programs at MSIs. The Government will review the plan, and will approve it or recommend changes within 10 days. The Contractor shall implement the recommended changes, if any, and implement the approved plan.

Task 4: Conduct an NSF Briefing

Within 30 days of the completion of the last workshop, the contractor shall conduct an NSF briefing that will inform participants on what works (best practices) in establishing and institutionalizing long-term research and education programs at MSIs as identified in the workshops. The intent is that NSF participants should learn from the accumulated wisdom of the workshop participants. This briefing shall provide specific recommendations to NSF about NSF policies and practices that would encourage and institutionalize formation of long-term research and education programs at MSIs. At the briefing, the contractor shall deliver a written document that defines mechanisms for encouraging/developing collaboration and interpersonal networks and synthesizes best practices into a set of suggested topics for CIRE or other proposals to NSF.

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BASIS FOR AWARD

The primary basis for award will be technical and price factors. Technical factors are significantly more important than price factors. Technical Factors include organizational qualifications, resources, and quality of work plan, including approach for conducting post-workshop briefings and dissemination of results.

FAR CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE

| <u>CLAUSE / PROVISION</u> | <u>TITLE</u> | <u>DATE</u> |
|-------------------------------|----------------------------------------------------------------------------|-------------|
| 52.204-4 | PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER | JUN 1996 |
| 52.219-6 | NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE | JUL 1996 |
| 52.222-3 | CONVICT LABOR | AUG 1996 |
| 52.222-41 | SERVICE CONTRACT ACT OF 1965, AS AMENDED | MAY 1989 |
| 52.232-33 | MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT | AUG 1996 |
| 52.233-1 | DISPUTES | OCT 1995 |
| 52.233-3 | PROTEST AFTER AWARD | AUG 1996 |
| 52.244-6 | SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS | OCT 1995 |
| 52.249-1 | TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE)(SHORT FORM) | APR 1984 |

QUOTER REPRESENTATIONS AND CERTIFICATIONS

Certain representations and certifications must be made by the quoter and must be filled in as appropriate, and should be returned to NSF along with the quotations. The signature below of an authorized representative of the party submitting the quotation constitutes the making of the applicable representations and certifications.

Name and Title

(End of provision)

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For the purpose of this solicitation, the terms "offeror" and "offer" as they are used in the certifications and representations shall mean "quoter" and "quotation," respectively.

52.204-6 CONTRACTOR IDENTIFICATION NUMBER--DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER. (DEC 1996)

(a) Contractor Identification Number, as used in this provision, means "Data Universal Numbering System (DUNS) number," which is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) Contractor identification is essential for complying with statutory contract reporting requirements. Therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33 or similar document, the annotation "DUNS" followed by the DUNS number which identifies the offeror's name and address exactly as stated in the offer.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(d) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

(End of provision)

52.215-6 TYPE OF BUSINESS ORGANIZATION (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that –

(a) It operates as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture.

(b) If the offeror or quoter is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in _____.
(country)

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(End of provision)

52.215-11 AUTHORIZED NEGOTIATORS (APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations: *[list names, titles, and telephone numbers of authorized negotiators]*.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 1995)

(a) (1) The standard industrial classification (SIC) code for this acquisition is 8742 - Management Consulting Services.

(2) The small business size standard is average annual receipts not exceeding \$5,000,000 per year for the past three completed fiscal years.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.* (1) The offeror represents and certifies as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it ☐ is, ☐ is not a small disadvantaged business concern.

(3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(c) *Definitions.* "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, or a publically owned business having at least 51 percent of its stock unconditionally owned by one or more socially and

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economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of and economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

"Woman-owned small business concern," as used in this provision, means a small business concern—

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.* (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment;

and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)